



BOOKING FORM

Organisation Name (if applicable)			
Full Name of Contact			
Address of Contact			
Postcode			
Email Address			
Landline Number			
Mobile Number			
Event Date (s)			
Type of event			
Event duration Time	Start	Finish	Total hours @ £15 per hr Total Cost is: £
(to include set up and clear up time) – up to 1hr either side will be included free	Hall required	From	Until
Any special requests/ additional information you wish to provide			
25% Deposit to be paid on booking – remainder 1 week before the event. Deposit retained if the event is cancelled with less than 2 weeks notice unless due to Covid	BACs is preferable: Sort Code 40-52-40 Acct : 00021718 – Watford Village Hall Or Cheques to Watford Village Hall DEPOSIT PAID: £		Please notify us how you are paying and date of transfer or Cheque postage
I undertake that the person named on this form is over 21 and in charge and present at all times during the hire of the hall. They will have responsibility for ensuring that the conditions of hire are complied with.			
Signed			Date

Contact: Bookings/Enquiries on WatfordVH@yahoo.com. Tel: 07926 600812.
Watford Village Hall, Main St, Watford Village, Northants NN6 7UY